

WINCHESTER PARKING AUTHORITY

October 22, 2015

MEMBERS PRESENT: Dick Helm, Kim Burke, Mike Miller, Howard Manheimer & David Dillard

OTHERS PRESENT: Samantha Anderson, Teresa Couch, Eden Freeman, Jennifer Bell, Corey MacKnight, Shannon Ganoe & Bryan Marion

I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:31 a.m. at which time it was determined a quorum was present.

II. REVIEW OF SEPTEMBER 2015 MEETING MINUTES

The minutes were submitted by Chairman Helm and, without objection, were unanimously approved.

III. REVENUE REPORT FOR SEPTEMBER 2015 (Quarterly)

Miller reported that the grand revenue total for September 2015 was \$105,862, an increase of \$3,169 or 3% in comparison to September 2014. Total hourly revenue for September 2015 was \$20,671, a decrease of \$1,899 or -8% in comparison to September 2014. Rent revenue for September 2015 was \$63,683, an increase of \$9,066 or 17% in comparison to September 2014. Total meter and fine revenue for September 2015 was \$20,020, a decrease of \$4,761 or -19% in comparison to September 2014. Miscellaneous revenue for September 2015 was \$185 due to fees being collected for a broken gate arm at GW Autopark. Validation coupon revenue for September 2015 was \$1,303, an increase of \$578 in comparison to September 2014. Total hourly parking tickets for September 2015 was 13,512 showing an increase of 482 tickets in comparison to the previous month. At the end of September 2015, there were 941 spaces or 68% total utilization of spaces being rented at all four parking garages with a total of 459 spaces available for rent. Of the 459 spaces available for rent, 254 spaces were located on the roof and 205 spaces were located undercover. The breakdown of available spaces for rent by garage were Loudoun Autopark at 159 spaces, Braddock Autopark at 72 spaces, Court Square Autopark at 110 spaces and GW Autopark at 118 spaces. At the end of September 2015, the total revenue for FY 2016 thus far was \$310,746 or 8% in comparison to the previous fiscal year.

Miller reported that the total revenue for the first quarter of 2015 was \$310,746, an increase of \$23,025 or 8% in comparison to the first quarter of 2014. Total meter and fine revenue for the first quarter of 2015 was \$73,495, a decrease of \$8,442 or -10% in comparison to the first quarter of 2014. Total hourly revenue for the first quarter of 2015 was \$68,272, an increase of \$11,321 or 20% in comparison to the first quarter of 2014. Total rent revenue for the first quarter of 2015 was \$167,041, an increase of \$20,833 or 14% in comparison to the first quarter of 2014. Total

miscellaneous revenue for the first quarter of 2015 was \$185, a decrease of \$144 or -44% in comparison to the first quarter of 2014. Total validation coupon revenue for the first quarter of 2015 was \$1,753, a decrease of \$543 or -24% in comparison to the first quarter of 2014.

Miller noted that revenues were trending in the right direction even though fine revenues continue to decrease. Miller added that the overall system of operations seemed to be working well with monthly parking rentals remaining consistent at around 70%, approximately the same level as when WPA was considering building a new facility. Manheimer noted that at the beginning of the fiscal year WPA received a substantial amount of monthly rental payments and questioned if that data was captured in this revenue report. Anderson replied yes the revenues were captured in the first quarter revenue report which was included with the September 2015 revenue report. Helm added that revenue spikes are to be expected for the month of September due to receiving annual and quarterly rental payments during this time period. Anderson noted that September of each year is when annual contract rental payments for Braddock Autopark are due. Burke noted that Anderson has not received any complaints about capacity operations at Braddock Autopark since its implementation.

IV. EXECUTIVE DIRECTOR'S REPORT FOR SEPTEMBER 2015

Anderson reported the following:

- Stairwell painting at Loudoun Autopark has been completed; however, painting of rust inhibitor on the steel pans under the stairs is ongoing. Replacement of the flooring in the elevator at Loudoun Autopark has been scheduled. Painting of the parking lines on the second floor and lintels will need to be scheduled.
- Installed a newer heater in the communications room at Braddock Autopark to supplement the existing older heater. This room houses the main water supply shut off to the building and needs adequate heating to prevent pipes from freezing.
- Nine joints in the GW Autopark need to be replaced due to allowing water infiltration to the lower levels. In house repairs of the joints have begun and will continue as time and weather allows. The light and cover on the fifth floor that was damaged by water infiltration has been replaced.
- Baseboard heaters, toilet gasket and mounting bolts have been replaced in the Court Square Autopark communications room restroom that is utilized by the Transit Department.
- Miss Utility has been contacted pertaining to the 3 areas WPA approved for additional meter installations. The Traffic Dept. painted parking space lines on W. Piccadilly St. and N. Kent St. on the west side. On N. Kent St. a handicap space and loading zone was added as requested by businesses along the west side of that block. WPA staff will soon begin the core drilling and meter installation process for the designated areas starting with S. Loudoun St. followed by W. Piccadilly St. and ending with the west side of N. Kent St.

- Purchase order for additional meters has been completed and sent to Duncan Technologies. Meters are scheduled to arrive in approximately 6 to 8 weeks.
- Ned Cleland of Blue Ridge Design hosted a Delegation from China interested in the building of parking structures. The China Delegation visited Winchester, VA and San Francisco, CA

Manheimer asked if it was possible to adjust the time limits on the new meters in house. Anderson explained that the digital meters have to be sent off for time limit adjustments and cannot be done in house by WPA staff. Anderson added that currently the meters in use have various time limits at various locations ranging from 1 hour up to and not exceeding 4 hours. Helm stated that WPA once had zoned areas where meters had extended time limits but due to encouraging turnover rates in order to provide adequate available parking, many of those extended time meters have been removed.

V. PARTAGAS LLC REQUEST – 1 N. BRADDOCK ST.

Helm informed the Authority that a request has been made by Partagas, LLC asking WPA to relinquish approximately 3 ft. of the south side of Braddock Lot. Photos of the area in question were provided to the Authority noting that the wall is bordered to the adjacent lot owned by Partagas, LLC. Helm added that he responded to Mr. Pettler Jr., lawyer for Harrison & Johnston PLC representing Partagas, LLC, inquiring as to specifically why this request was being made.

Marion, a representative of Partagas LLC explained to the Authority that until now it has been assumed by the City of Winchester and the previous owners of the lot currently owned by Partagas LLC that the brick wall was part of their lot and subsequently have been taxed for the brick wall boundary (3 ft. area in question) in addition to paying for necessary repairs made to the wall per the City's request in the past. It has recently been brought to the attention of Partagas that they in fact do not own the brick wall boundary area in question, WPA has possession of this section of property. Marion added that the City has installed a sidewalk which prohibits entry access to the area and both factors impede upon future development of the lot that is owned by Partagas. Marion further explained that Partagas is only interested in acquiring the area up to but not including the brick wall which aggregates approximately 3 ft. of real estate since it has been paying taxes and maintaining this area for many years. This 3 ft. area is also important for Partagas as a means for access in order to further develop the lot which is adjacent to the Braddock Lot.

Helm responded by stating that this is a matter Partagas would need to discuss with the Commissioner of the Revenue office in reference to the payment of taxes and maintenance and or repairs previously made to property in which it does not own. Helm stated that the WPA was not compelled to make property line adjustments at this time however; the WPA would be more than willing to grant access to Partagas to the area in question with the understanding that Partagas continue to maintain the area. Helm added that it would not be in the best interest of WPA to relinquish ownership of said area due to potential opportunities it may have in the future for possible redevelopment of the Braddock Lot. Helm noted that WPA is more than

willing to work with Partagas if it has a plan for redevelopment of their lot and the area in question is vital for that development to occur.

Marion stated that if WPA is not willing to relinquish ownership of the area in question, then it would no longer be willing to pay the taxes for the area to which Helm replied that this would be a matter for Partagas to discuss with the Commissioner of the Revenue's office. Freeman asked Marion to name who within the City required Partagas to pay for repairs made to the brick wall in addition to the payment of taxes on said area and when this occurred. Marion responded by stating that it was the Planning and Zoning Dept. for the City however was not sure of the date when this occurred. Freeman advised Marion to meet with the Planning Dept., specifically Tim Youmans, to discuss what has happened, including concerns from WPA on this matter and to discuss Partagas's future plans regarding their lot. Marion agreed to do so as it is necessary for Partagas to know what it specifically can and cannot do with regards to this matter.

Marion asked if the Authority would consider reimbursing Partagas for repairs that have previously been completed to the brick wall to which Helm replied that the Authority would be willing to consider that request. Marion asked if the Authority would be willing to sell the property in question and if not, what it would take to convince the Authority to sell. Helm replied that the Authority would not be willing to sell the property at this time. Helm added that WPA would need to discuss and consult with the City, etc. before considerations could be made on the sale of this or any property it owns. Helm stated that it be specifically recorded in the minutes of this meeting that the Authority has given permission for usage to Partagas of the 3 ft. brick wall boundary area that has been the topic of this discussion. Marion complemented Anderson on her professionalism and representation of WPA when addressing this matter.

VI. FIRST NIGHT WINCHESTER SPONSORSHIP APPLICATION

Helm informed the Authority that in its first attempt at offering a sponsorship program for parking in the garages, First Night Winchester has completed and submitted its sponsorship application and fulfilled all of the requirements necessary. Helm asked if there were any specific requests being made in reference to this application to which Anderson replied that FNW is requesting the that roofs of the garages be barricaded 3 days in advance of the event. Helm inquired as to why it would be necessary to barricade the roofs of the garages so far in advance of the event as this would be an inconvenience for WPA monthly parking customers whose spaces are located on the roofs.

MacKnight replied by explaining that the goal of FNW is to not allow anyone access or reason for access to the roofs of the garages and felt that barricading the area 3 days prior to the event would assure that the area would be and would remain vacant for the event. Miller noted that even though this was cause for concern it should not be necessary to barricade that far in advance but suggested instead that monthly parkers affected by the event be notified of the roof closures a week in advance in order to alleviate any inconveniences. MacKnight stated that FNW has spoken with the Police Chief who advised that if no trespassing notices were placed in the garages, the police can intervene and arrest individuals who do not comply with the

roof closures. MacKnight added that FNW will not engage in any confrontations or expose their workers to any danger in an attempt to enforce the roof closures. Helm asked Anderson how much notice is given when surface lots are closed for events to which Anderson replied normally the notice is posted 24 hours prior. Helm stated that it may be easier to post no access signage notices with specific time frame listed upon entry to the garages because the WPA has obligations to their monthly customers. Helm expressed concerns that a notice of closure done too far in advance could potentially cause conflicts with WPA rental customers. Miller agreed with Helm that notices would be a better option with Helm adding that WPA would be willing to issue the notices to its monthly rental customers concerning closures due to this event.

Anderson questioned if FNW staff would be using anything to identify themselves to the public and reminded that FNW staff volunteers will need to be over 18 years of age. MacKnight replied that volunteers and staff will be using vests for identification purposes. MacKnight acknowledged the age limit for staff and informed the Authority that Police will be available for assistance if needed however officers will not be stationed at all of the garages during the event. Manheimer inquired as to how traffic flow will be controlled in the garages to which Anderson replied that the exit gates will be open for ease of exiting however some traffic congestion will likely still occur. MacKnight extended the offer of using barricades to direct traffic in a certain direction if it is necessary. Anderson stated that a few spaces will need to be held open to accommodate monthly parkers at Braddock Autopark. Helm stated that the only monthly parkers WPA should be concerned with is the ones who have paid for 24/7 parking access which is three individuals in the red block therefore that should be all the spaces that need to be held open. MacKnight asked for clarification that it is approved to close off complete access to the roofs of the garages for the event to which Helm replied yes. Manheimer stated that monthly rental customers will need to be notified of all operational changes with regards to this event.

Helm noted it would be beneficial to have a flyer providing information about parking for the event, including pedestrian access being prohibited in the garages during a certain time period. Anderson noted that signage can be provided two weeks in advance and social media can be used to get information out to the public. Miller asked if revenues generated from this event will be the same under the sponsorship application as was when WPA was in control of operations to which Anderson replied yes the sponsorship application fee is approximately the same as what WPA would have collected under normal operations.

On motion duly made by Miller and seconded by Dillard, the Authority approved the sponsorship application from First Night Winchester for sponsored parking at all four of the garages during New Year's Eve for a fee of \$2,000. WPA will be responsible for providing advanced notice of operational changes to its monthly rental customers two weeks prior to the event. WPA will also be responsible for placing barricades for roof closure and restricted pedestrian access signage.

VII. OLD BUSINESS

1. Rockin Independence Eve Update

Anderson informed the Authority that she is still in the process of compiling information on various security options and subsequent costs. Anderson added that she has reached out to the Volunteers in Policing., Va. Defense Force and National Guard asking if any are able to assist the WPA with roof closure enforcement. The Volunteers in Policing responded by stating they did not have enough staff available for such a request. Anderson stated that she is scheduled to meet with the Va. Defense Force on Saturday. The local National Guard has been sent to Qatar and is not available at this time. Anderson assured the Authority that she should have all the information compiled by the next scheduled Authority meeting. Helm noted that the Authority should watch how well the sponsorship parking arrangement for First Night Winchester goes and if it is successful then this type of arrangement may work well for the Rockin Independence Eve event.

2. EMV Chip Update

Anderson informed the Authority that she has contacted their insurance company and is awaiting a response for costs of additional liability insurance for the garages. Anderson has also met with BB&T Bank and the City Treasurer's office about concerns with the EMV chip transition for credit card acceptance and many questions were answered. Freeman stated that the cause for concerns with liability issues was not as serious as first thought however; WPA should install the necessary equipment for EMV chip acceptance as soon as it is available. Anderson added that the projected costs for the EMV chip conversion for all of the paystations will be a total of approximately \$35,000 therefore the Authority will need to plan accordingly to budget for this expense.

VIII. NEW BUSINESS

1. City Council Worksession 10/27/15 Discussion – Expanding Meter Zones

Helm informed the Authority that at the next Council Worksession scheduled for Tuesday October 27, 2015 WPA will be providing a presentation for Council about expansion of the meter zones. Burke will be the presenter. Burke explained that the presentation and discussion will include meter zone expansion as a means of developing a parking system to maximize resources and increase turnover rates. Burke added that WPA will inform Council about public feedback on meter expansion and will include a discussion asking for additional bus parking to be located on Boscawen St. Burke encouraged Authority members to attend the presentation if so desired.

Anderson noted that WPA has contacted the Visitor's Center and the Downtown Manager asking how often buses are coming to downtown in order to reflect the demand for bus parking. The response was that buses requiring parking have visited the downtown area approximately 35 times this year. Burke stated that concerns have been raised about locating a bus parking zone on Boscawen St.

because city fleet vehicles utilize these parking spaces daily. Freeman stated that the Zoning and Utility Departments utilize those street parking spaces. Burke added that Boscawen St. would be the perfect location for bus parking because of its close proximity to downtown businesses, and the Visitor's Center however if this were to present a problem another alternate location may be found. Burke asked Anderson if additional bus parking was still being considered on Cork St. to which Anderson replied that the restructuring of Cork St. Lot has put that location on a delay. Helm stated that if WPA was to lose parking spaces on the street, he would prefer it to be close to the parking garages however; the matter will be discussed at the upcoming Council presentation.

2. Old Town Parade – Monday November 30, 2015

Anderson informed the Authority that the Sheriff's Explorer Program will not be able to staff the garages for this year's Old Town Parade. Anderson asked the Authority to take action on WPA staff operating the garages during the event for a flat fee of \$5 per vehicle as was implemented the previous year with attention to be given in informing the public that it will be prohibited to exit the Braddock Autopark between 6 pm and 8 pm. Exiting the remaining 3 garages will not be directly affected by parade closures.

On motion duly made by Manheimer and seconded by Burke, the Authority approved for Anderson and WPA staff to operate the garages during the Old Town Parade event by charging a flat fee of \$5 per vehicle.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:17 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday December 10, 2015 at 7:30 a.m. in the Conference Room at the Winchester Parking Authority Main Office located in the George Washington Autopark.

Respectfully submitted,

Teresa Couch
Office Assistant

Minutes Approved:

